

Performance Work Statement  
For  
Personnel/Pay Pilot and Prototyping  
Indefinite Delivery/Indefinite Quantity  
Contract



**eSolutions** for Sailor and Fleet Readiness

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## 1 Introduction

The Navy is planning to modernize its personnel and payroll capabilities. The target technology platform is PeopleSoft Human Capital Management (PS-HCM) and Global Payroll (PS-GP). In order to support the planning process, the Navy is conducting studies and risk reduction activities in advance of their personnel and payroll modernization activities.

The Sea Warrior Program (PMW 240) is the primary Information Technology (IT) acquisition agent for non-tactical business operations addressing the Navy's Manpower, Personnel, Training, and Education (MPTE) capability gaps, legacy systems, and Distance Support to the Fleet. PMW 240 manages a complex portfolio of systems that enable the Navy to perform Human Resources (HR) and other non-tactical business operations ashore and afloat. The PMW 240 Program is part of the Navy Program Executive Office for Enterprise Information Systems (PEO EIS), which develops, acquires, and deploys seamless enterprise-wide IT systems with full lifecycle support for the Warfighter and business enterprise.

PMW 240 is the acquisition agent for this Indefinite Delivery/Indefinite Quantity (ID/IQ) contract. PMW 240 is expecting to use this contract to support studies, evaluations, pilots and prototyping in support of Personnel and Pay modernization.

## 2 Scope

This contract is to provide the products and services to assist the Navy's ability to modernize personnel and pay capabilities. This includes technical support needed to:

- perform technical studies
- conduct market research
- evaluate Commercial Off-The-Shelf (COTS) products
- evaluate existing Government systems and capabilities
- perform fit gap analyses
- demonstrate existing capabilities
- perform pilot & prototyping activities
- establish reference implementations
- identify test cases and provide test support
- provide technical services (e.g. subject matter expertise)
- support business process reengineering

The Contractor shall comply with all applicable DoD and Navy regulations and policies and PMW 240 processes and procedures, in the performance of activities and tasks identified in this PWS. Applicable regulations, publications, manuals, and local policies and procedures are identified in **Appendix A**.

Deliverables under this contract shall be accomplished in accordance with (IAW) the Contract Data Requirements List (CDRLs) and associated Data Item Descriptions (DIDs) and other deliverable instructions. Deliverables should be tailored for simplification and efficiency as approved by the Government.

## 2.1 Place of Performance and Travel

The Contractor shall primarily perform work in the National Capital Region (NCR) and support frequent meetings at the Navy Support Facility (NSF) facility, Arlington, VA. The Contractor may propose and use offsite facilities as needed with approval by the Government. The Contractor shall support travel to Navy and vendor facilities.

The Contractor shall perform all travel necessary to accomplish the tasks contained in Task Orders (TOs) under this ID/IQ contract. All travel requirements shall be approved in advance by the Contracting Officer Representative (COR) and funded under the Contract task order. The Contractor shall be responsible for making all of their own travel arrangements. The contractor shall minimize travel costs where practicable (e.g. sharing rental cars & scheduling travel two weeks in advance).

## 3 General Requirements

The Contractor shall perform all the technical services necessary to satisfy requirements identified in individual task orders.

The Contractor shall provide support for technical studies and analyses, evaluations, demonstrations, pilots and prototyping, and establishing reference implementations as identified in the following subsections.

### 3.1 Technical Studies and Analyses

The Contractor shall perform technical studies and analyses as specified in individual TOs under this ID/IQ contract. Potential studies and analyses are identified in the following paragraphs. This contract is not limited to those identified.

#### 3.1.1 COTS Product Analysis

The Contractor shall perform a functional and technical analysis of COTS software that can support functional requirements. The analysis shall include:

- Performing market research on existing COTS software products
- Identification of criteria for comparison
- Identification and down-select of potential products
- Evaluation of candidate products in relation to their: effectiveness at satisfying requirements, cost (including enterprise license and maintenance), and risk
- The contractor shall assess the risk of the COTS product's ability to scale to the required user load and transaction volume as defined in the applicable FRD and SEP.
- The contractor shall assess the risk of the COTS product's ability to function as designed within a secured information technology environment according to all DISA prepared Security Technical Implementation Guides (STIGs), Security Requirements Guides, and other DoD mandated secure configuration guides during the development, test,

deployment, and maintenance. At a minimum, the Application Security and Development, Operating System, Database, and Web Server STIGs are met.

The Contractor shall consider performance attributes as well as functional capabilities in the analysis. The ability to satisfy the requirements by configuration, rather than customization, of the COTS product is a primary criterion in the analysis. The solution should be flexible to permit future configuration changes, driven by policy and business process changes, easily and quickly.

The Contractor shall provide a plan and results of the analysis IAW Technical Report Study/Services, **CDRL A004**.

### 3.1.2 Government Off-The-Shelf (GOTS) Capability Analysis

The Contractor shall perform functional and technical analysis of GOTS software that can support functional requirements. The Contractor shall perform research on existing Government, DoD, and Navy capabilities. The Contractor shall evaluate products in relation to their effectiveness at satisfying requirements, cost (including license and maintenance), and risk.

The Contractor shall provide results of the analysis IAW Technical Report Study/Services, **CDRL A004**.

The Government currently owns and plans to use PeopleSoft Human Capital Management (PS-HCM), PeopleSoft Global Payroll (PS-GP), PeopleSoft General Ledger (PS-GL), Oracle products to support Personnel and Pay Pilot.

### 3.1.3 Fit-Gap Assessment

The Contractor shall perform an analysis for the feasibility of using existing systems and products to satisfy needed functionality and requirements.

The Contractor shall perform a technical assessment of the ability of the existing system or COTS software product and shall identify the fits (specific requirements that can be directly satisfied by system or product), partial fits (requirements that would need modification of an existing system or customization of a COTS product), and gaps (requirements that cannot be satisfied by the system or COTS product).

The Contractor shall evaluate existing business processes and identify the gaps between COTS products and business process needs.

The Contractor shall provide a technical report with the results of the assessment IAW with Technical Report Study/Services, **CDRL A004**. The Contractor shall include an estimate of the cost, level of effort, and duration for implementation of the requirements within the technical report, **CDRL A004**.

## 3.2 Pilots, Prototypes and Demonstrations

The Contractor shall perform demonstrations of software and establish pilot and prototypes to determine the feasibility of using a particular system or software product as a solution to a functional requirement. Specific details of the demonstration or pilot will be identified in task orders.

The Contractor shall coordinate with vendors and Government POCs as necessary to provide demonstrations of products.

The Contractor shall perform an analysis of the requirements identified in task orders, establish a pilot capability, and evaluate the pilot's performance at satisfying the requirements. The Contractor shall provide a report with the results IAW Technical Report Study/Services **CDRL A004**.

As part of these demonstrations, pilots and prototyping efforts, the Contractor shall support user access and evaluation of the capability. The Contractor shall compile feedback and results from pilot activities and deliver a report IAW Technical Report Study/Services **CDRL A004**.

Pilots requiring external interfaces and data exchange shall have interfaces documented. The Contractor shall provide Interface Control Documents (ICDs) **CDRL A001**, as required by task orders. Software for pilots shall be delivered IAW Computer Software Product End Items, **CDRL A002**. The Contractor shall describe software associated with the pilot IAW Software Version Description, **CDRL A003**.

### 3.3 Reference Implementations

The Contractor shall use the results of technical studies and pilots to identify reference implementations that may support future Personnel and Pay Modernization efforts. Reference Implementations include descriptions of software applications, modules, and components that have potential reuse for the Navy's future capabilities. They identify standards, assumptions, interface requirements and systemic constraints, and implementation guidance. Additional details will be included in task orders.

The Contractor shall provide Reference Implementation descriptions IAW **CDRL A004**. The Contractor shall also include software end items, **CDRL A002**, and Software Version Descriptions (SVD), **CDRL A003** when tasked.

### 3.4 Training

The Contractor shall provide training in the form of checklists, user acceptance test scripts, transaction recordings, job aids, classroom training, online training, support materials and Oracle COTS training as required to support the demonstrations and pilot evaluations by end users.

### 3.5 Technical Services

The Contractor shall provide subject matter expertise and ad hoc technical services in support of Personnel and Pay efforts and activities as necessary. These services include consulting support and other detailed services (e.g. test support) as defined in individual task orders.

Technical services includes providing highly qualified technology experts to assess risks associated with various service models (SAAS, PAAS, IAAS) in cloud environments, cloud migration expertise, cloud security expertise, lean/six sigma analysis of current processes, and best practices in HR using COTS in a SAAS/Cloud environment.

## 4 Program Management

### 4.1 Monthly Status Report

The Contractor shall submit a monthly Progress, Status, and Management Report IAW **CDRL B001** Contractor's Progress, Status, and Management Report - Monthly Status Report. The report shall identify and contain summary-level information on all on-going tasks, to include status of work completed and identify any cost, schedule, and performance risks. **CDRL B001** shall be delivered to the Government on the 15th day of the month.

#### 4.1.1 Contractor Performance Assessment Reporting System (CPARS) Draft Approval Document (CDAD)

The Contractor shall submit a CDAD report IAW **CDRL B002**.

#### 4.1.2 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Space and Naval Warfare Systems Command (SPAWAR) via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

### 4.2 Agendas

When required by the Government, the Contractor shall prepare agendas for meetings with the Government and associated Integrated Product Teams (IPTs). The Contractor shall deliver meeting agendas IAW Conference Agenda – Meeting Agendas Preparation. **CDRL B003** is due two days prior to meetings.

### 4.3 Contract Integrated Master Schedule (CIMS)

The Contractor shall prepare and submit a resource loaded Contract Master Schedule (CIMS) to detail all pilot activities, including demonstrations IAW **CDRL B004**. The Contractor shall

track the status of the schedule and report the status as part of the monthly status report, **CDRL B001**.

#### 4.4 Configuration Management Accounting

The Contractor shall document all pilot configuration items to include; Personnel and Pay elements, rules, processing, Off Cycle Processing, Absence Processing, Segmentation, Retroactivity, Overrides, Accumulators, element groups, eligibility groups, entities, groups, processing elements, process sections, process lists, run types, calendars, overrides, data entry pages, workflow. The Contractor shall record the results of personnel and payroll processing runs to include the input and output and test configuration IAW Configuration Status Accounting Information – Configuration Management Records/Reports, **CDRL B005**

#### 4.5 Government Furnished Property/Equipment/Information (GFP/E/I)

As required for performance of this effort, the Government will provide required software licenses for Contractor use. PeopleSoft Licenses will be provided as Government Furnished Equipment (GFE). If the Contractor finds that other software is required to ensure a successful personnel or payroll pilot implementation, the Contractor may be approved to buy additional licenses as an Other Direct Cost (ODC).

The Government shall provide software licenses and hardware, access to required Government systems as well as other applications, hardware (e.g., mainframes), data centers (e.g., Space and Naval Warfare Systems Command (SPAWAR)), and other Government equipment/ facilities as necessary and/or required for the completion of activities identified in this Performance Work Statement (PWS). Additional GFI specific to a Task Order will be identified within the Task Order.

## 5 Technical Requirements

The Contractor shall support technical events and provide associated documentation as referenced in the PMW 240 Technical Event Process (TEP) Guide as required by individual task orders.

## 6 Information Assurance

The Contractor shall adhere to all DoD and Navy policy and guidance provided as GFP as required to ensure security of data, networks, and systems at the appropriate classification and level.

## 7 Quality Assurance Surveillance Plan (QASP)

Contractor conformance to PWS requirements shall be measured IAW the Quality Assurance Surveillance Plan (QASP).



## **Appendix A: Applicable policy and regulations documents**

### **A1. Government Documents**

DoD 5400.11 - Department of Defense Privacy Program, (Sept 01, 2011)  
DoD 8500.01E Information Assurance (Oct 24, 2002)  
DoD 8500.2 Information Assurance Implementation (Feb 6, 2003)  
DoD Public Key Infrastructure (<http://iase.disa.mil/pki/index.html>)  
Navy Marine Corps Intranet (NMCI) Release Development and Deployment Guide (NRDDG) v2.0, (May 28, 2004)  
DoD 8510.10--DoD Information Assurance certification and Accreditation Process (DIACAP) (Nov 28, 2007)  
CJCSI 6212.01C--Interoperability and Supportability of Information Technology and National Security Systems (Dec 15, 2008)  
DoD Directive 8320.02-G -- DoD guidance for Net-Centric Data Sharing DoD 8320.5 ELECTROMAGNETIC SPECTRUM DATA SHARING (Aug 18, 2011)  
DoD 5239.1--Introduction to Information Systems Security  
DoD 5239.2--Terms, Abbreviations, and Acronyms  
DoD 5239.3--Designated Approving Authority (DAA) Guidebook  
DoD Implementation Guide for Transitional PIV II SP 800-73 v1  
DTM-07-15 incorporating change 3 from (Dec 15, 2011)  
CJCSI 6211.02B--Defense Information System Network (DISN): Policy Responsibilities and Processes of (31 Jul 2003)  
DoDD 8100.1--Global Information Grid (GIG) Overarching Policy DoD 8100.4DOD UNIFIED CAPABILITIES (UC) (Dec 9 2010)  
SECNAV INST 5211.5E Department of Navy Privacy Program (Oct 29, 2004)  
IEEE/EIA 12207-2008--Information Technology – Software Life-Cycle Processes  
ANSI/EIA 649.B – National Consensus Standard for Configuration Management  
ANSI/EIA 836 – Configuration Management – Data Exchange and Interoperability

### **A2. Specifications, Standards, & Handbooks**

#### **Department of Defense (DoD) Specifications**

MIL-PRF-29612B - Training Data Products

(Copies of the above DoD Specification can be obtained online from the Acquisition Streamlining and Standardization Information System (ASSIST) Web Site at: <http://assist.daps.dla.mil/quicksearch/>.)

#### **DoD Handbooks**

MIL-HDBK-29612-2A - Instructional Systems  
Development/Systems Approach To  
Training And Education (Part 2 of 5 Parts)

MIL-HDBK-29612-3A - Development of Interactive Multimedia  
Instruction (Part 3 of 5)

- MIL-HDBK-29612-4A - Glossary (Part 4 of 5)
- MIL-HDBK-29612-5A - Advanced Distributed Learning (ADL) Products and Systems (Part 5 of 5)
- MIL-STD-881C - Work Breakdown Structures for Defense Materiel Items

(Copies of the above DoD handbooks can be obtained online from the Acquisition Streamlining and Standardization Information System (ASSIST) Web Site at: [http://assist.daps.dla.mil/quicksearch/.](http://assist.daps.dla.mil/quicksearch/))

### **A3. Government Regulations**

- 29 U.S.C. 794d - **Section 508** of the Rehabilitation Act – Title 29 – Labor,  
Chapter 16 – Vocational Rehabilitation and Other Rehabilitation Services, Section 794d – Electronic and Information Technology

### **A4. Other Government Documents - Department of the Navy Instructions**

- SECNAVINST 5000.36A - Department Of The Navy Information Technology Applications And Data Management  
(Jun 14, 2010)
- SECNAVINST 5720.47 - Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites  
(Dec 28, 2010)

(Copies of the above instructions are downloadable from)  
<http://doni.daps.dla.mil/allinstructions.aspx> )

### **A5. Other Government Documents, Drawings, and Publications**

Possible additional guidance materials include:  
Sea Warrior Program Office Technical Event Process (TEP) Guidebook, 22 Feb10, or latest version  
Sea Warrior Program Office Risk Management Plan, 12 Feb 07  
Sea Warrior Program Office Test and Evaluation Master Plan (TEMP), 24 March 08  
Sea Warrior Program Office Systems Engineering Plan, 24 Mar 08  
Sea Warrior Program Office Configuration Management Plan, 15 Dec 10  
Sea Warrior Program Office Project Plan User Guide, 22 Apr 10  
SSC NOLA Service Oriented Architecture (SOA) Technical Reference Model

Appendix B: Data Deliverables Matrix

ENGINEERING DATA

Data Item Number	Description	Data Item Description (DID)	PWS Section
A001	Technical Report – Study/Services – IT System Business Rules Documentation	DI-MISC-80508B	3.2
A002	Computer Software Product End Items	DI-IPSC-80590B	3.2, 3.3
A003	Software Version Description (SVD)	DI-IPSC-81442A	3.2, 3.3
A004	Interface Control Document (ICD)	DI-CMAN-81248A	3.1.1, 3.1.2, 3.1.3, 3.2, 3.3

ADMINISTRATIVE DATA

Data Item Number	Description	Data Item Description (DID)	PWS Section
B001	Contractor's Progress, Status, and Management Report - Monthly Status Report	DI-MGMT-80227 and 81468	4.1, 4.3
B002	Contractor Performance Assessment Reporting System (CPARS - CPARS Draft Approval Document (CDAD) Report Preparation	DI-MGMT-80227	4.1.1
B003	Conference Agenda – Meeting Agendas Preparation	DI-ADMN-81249A	4.2
B004	Contractor Integrated Master Schedule (CIMS)	DI-MGMT-81861	4.3
B005	Configuration Status Accounting Information – Configuration Management Records/Reports	DI-SESS-81253B	4.4

Appendix C: Acronyms

Acronym	Definition(s)
BPM	Business Process Map
CBR	Contract Baseline Report
CDRL	Contract Data Requirements List
COA	Course of Action
COTS	Commercial Off the Shelf
CDAD	Contractor Performance Assessment Report Systems (CPARS) Draft Approval Document
CPARS	Contractor Performance Assessment Reporting System
DoD	Department of Defense
DON	Department of the Navy
FPDTs	Functional Process Data Tools
GFI	Government Furnished Information
GFP/I	Government Furnished Property/Information
GL	General Ledger
HCM	Human Capital Management
HR	Human Resource
IAW	In Accordance With
ID/IQ	Indefinite Delivery/Indefinite Quantity
IMS	Integrated Master Schedule
IT	Information Technology
MilPay	Military Pay
MPTE	Manpower Personnel Training and Education
NSIPS	Navy Standard Integrated Personnel System
ODC	Other Direct Costs
OPM	Office of Personnel Management
PEO EIS	Program Executive Office for Enterprise Information Systems
PersMod	Personnel Modernization
PIA	Privacy Impact Assessment
PII	Personally Identifiable Information
PWS	Performance Work Statement

Pers/Pay Pilot and Prototyping ID/IQ PWS

Acronym	Definition(s)
PS	PeopleSoft
RGFP	Requisitioned Government Furnished Property
SDP	Software Development Plan
SPAWAR	Space and Naval Warfare Systems Command
TEP	Technical Event Process
USCG	United States Coast Guard